

eMARS 702

Centralized Disbursements



Customer Resource Center

eMARS Training

Phone: 502-564-9641

email: Finance.crcgroup@ky.gov

<http://crc.ky.gov>

<http://finance.ky.gov/internal/emars/>



Table of Contents

1 – Orientation	5
Prerequisites	5
Learning Objectives	6
Changes and Improvements	6
eMARS Implementation	6
Document Code Crosswalk	7
2 – Disbursement Process	8
Payment Request Management	8
Searching DISBM	9
Disbursement Request	10
Disbursement Priorities	10
Viewing Scheduled Payments	11
Payment Intercepts	12
Entity (ENTY)	13
Debt Type (DBTYP)	13
Intercept Request Table (INTR)	13
Intercept Activity (INTA)	15
Intercept External Allocation (INTEA)	16
Intercept Disbursement Exception (INTDBEX)	17
Receivable Intercept Exception (INTREX)	18
Notice of Intent Text (NOIT)	19
Notice of Intent Print History (NOITP)	20
Automated Disbursements Process	20
Disbursement Parameters (DISPA) Table	22
Automated Disbursements Chain	23
Disbursement Printing/ ACH EFT Generation	23
Manual Disbursements	24
Reconciliation Process	25
Check Reconciliation Chain	26
Paid Check (PDCHK) Table	27
1099 Processing	28
1099 Reporting Journal	28
3 – Session Review	29
Questions on <i>Disbursement</i>	30
Exercise — Logging In to eMARS	33
Exercise 1 — Change a Scheduled Payment from the DISBM table	34
Exercise 2 — Change the Priority of a Disbursement Request on the DISRQ page	36
Exercise 3 — Place a Management Hold on a Disbursement Request	38
Exercise 4 — Process a Manual Disbursement	40
Exercise 5 — Manually Reconcile a Check and Delete from CHKEXCP Table	42
Exercise 6 — Create a Payment Intercept Record	46
Exercise 7 — Locate Payment Intercept Activity	49
Logout	50
Quiz Answers	51



eMARS Centralized Disbursements

1 – Orientation

The disbursement process issues checks or EFTs for payments that have been authorized as part of the Check Writer or Accounts Payable process. Checkwriter disbursements are those payments that will be received from other agencies via an electronic feed to the eMARS system, and will not be covered in this course. Non-Checkwriter disbursements, which are all payment requests directly entered into eMARS as part of the Accounts Payable process, will be covered in this course.

The disbursement options on a vendor record will control what type of disbursement (i.e. check or EFT) will be generated. Disbursement information specific to the vendor is set up on the Vendor/Customer table (VCUST) including EFT and banking information. Changes to the information may be modified using the Vendor/Customer Modification (VCM) document.

All payments recorded in eMARS will be disbursed through an Automated Disbursement (AD) document, Electronic Funds Transfer (EFT) document, or a Manual Disbursement (MD) document. These documents update various online tables and journals, which can be used to conduct online disbursement queries. Additionally, reports can be created in the data warehouse detailing check and EFT information in various formats.

The Treasury Department is heavily involved in the disbursement process. They are responsible for all check printing, bank reconciliation, and numerous other functions. All checks will be printed by the Treasury Department. Manual Disbursements will be printed on a local printer via an Adobe Form that is built into the eMARS application. AD Check print files will be generated by the nightly batch process and printed on large printers at Treasury. One print file will be created per Disbursement Category which will indicate to Treasury what to do with the checks (Seal/Unseal, Mail/Send back to Agency/Hold for pickup).

Check reconciliation will be run during the day after the file is received from the bank.

This course discusses the following disbursement methods:

- Automated Disbursements (AD)
- Manual Disbursements (MD)
- Electronic Funds Transfer (EFT)

Prerequisites

- eMARS 101 Intro in eMARS
- eMARS 110 Chart of Accounts
- eMARS 210 General Accounts Payable

Learning Objectives

At the conclusion of this session, you will be able to:

- Locate a Disbursement Request on the Disbursement Request table (DISRQ)
- Complete a manual disbursement using the MD document
- View Scheduled Payments by Day (DISBD)
- Place a hold on a scheduled payment request
- Change the priority of a scheduled payment request
- Review transactions on the Check Reconciliation table (CHREC)
- Create a Payment Intercept Request
- Locate payment intercept activity on the Intercept Activity table (INTA)

Changes and Improvements

- In MARS, all checks are on one table (OPCH). In eMARS, cleared checks can be viewed on the Paid Checks (PDCHK) table and outstanding checks can be viewed on the Check Reconciliation (CHREC) table.
- Check numbers are longer in eMARS than they were in MARS. The Check number field is 15 characters of which only 8 will be used in Kentucky. The Check Numbers will be padded with zeros to fill the 15 characters.
- Checks issued in MARS will continue to be reconciled in MARS and checks issued in eMARS will be reconciled in eMARS. This will be accomplished by first running the bank's cleared check file through MARS to reconcile payments made prior to July 1st. The MARS process has been changed to create a report and a new file with the records that didn't match a disbursement in MARS. That file will then be run through the Check Reconciliation process in eMARS to reconcile payments made after July 1st.
- Negative vendor payment requests will be routed through workflow to Statewide Accounting Services for approval.

eMARS Implementation

There are several areas in eMARS that have an impact on the overall disbursement process. These areas include:

- **Discounts** – Discounts will be handled in Procurement-related documents. The discount percentage will be applied to the vendor invoice prior to the funds being disbursed.
- **Scheduled Payment Date** – Users will enter the payment due date from the vendor's invoice into eMARS. The disbursement process will be run in sufficient time for the vendor to receive their check and/or electronic fund transfer by the due date.
- **Imprest Cash** – Use of Imprest Cash is limited and decisions are made on a case by case basis whether or not an Agency retains an Imprest Cash account. These procedures do not affect the counties' Imprest Cash accounts.
- **PCard** – Payment request documents for Pcard are created in eMARS through a batch process. There will be one eMARS payment request document created each day for each billing/account number that had transactions posted that day. The payee (PNC Bank) will be specified on the

header of the payment request document, while the individual vendors/merchants will be specified on the vendor line of the payment request document so that 1099 information can be captured.

- **Escheating Checks** – The Stale Escheat batch job cancels checks that have not been redeemed after 365 days. This process will automatically escheat applicable automated disbursements, and manual disbursements. The status on the Check Reconciliation (CHREC) table will be changed from Disbursed to Escheat for these checks.

Document Code Crosswalk

Business Process	MARS		eMARS	
Current	Document Code	Description	Document Code	Description
Writing a manual check	MW	Manual Disbursement	MD	Manual Disbursement
Recording a purchase of Investment	MWI	Investment Purchase	MD	Manual Disbursement w/adjusting entry flag checked and DI57 event type
Recording a Fedwire	MWW	Fedwire	MD	Manual disbursement w/adjusting entry flag checked and DI57 event type
Recording a Vendor's debt	VO	Vendor Obligation	Record on INTR Table	Record Vendor Debt
Paying through a check	AD on GENLED	Automated Disbursement	AD	Automated Disbursement
Paying through ACH	EF on GENLED	EFT	EFT	Electronic Fund Transfer

2 – Disbursement Process

Payment Request Management

Payments in eMARS are scheduled for disbursement if they pass budgetary and common document edits and are submitted to Final. Payment Requests pending disbursement can be viewed and managed on two different tables within eMARS: Disbursement Management (DISBM) and Disbursement Request (DISRQ). The same payment request information can be viewed on both tables. The main differences between the tables are layout, and the Search criteria.

The Disbursement Management (DISBM) table provides the ability to reschedule, hold and prioritize scheduled payments prior to the disbursement process. DISBM can be used to easily change either individual or multiple records at one time.

The DISBM page allows you to define when, and in what order, checks and electronic funds transfers are disbursed during the Automated disbursements process. Specific functionality of this page includes:


- View payments scheduled for disbursement by scheduled payment date and chart of account element, vendor, hold type or priority.
- Change the scheduled payment date of a payment request that has not yet been disbursed
- Change the priority of a payment request
- View summary data for total dollar amounts of disbursements by priority and by schedule date
- Place payments on hold. There are two types of holds that can be placed on a payment request:
 - **Disbursement Management Hold** - releases the payment after the next Automated Disbursement process is run.
 - **User Hold** – will hold the payment until it is released by a user

Disbursement Management (DISBM) page

Disbursement Management
[Menu](#)

[Browse](#) [Clear](#)

▼ Query

Scheduled Payment Date: 2/15/2006 

Department:

Priority:

Appr Unit:

Vendor Code:

Major Program:

Disbursement Management:

Object:

User Hold:

Sub Object:

Hold Payment Reason:

Object Category:

Restricted:

Object Type:

Discounts Pending:

Object Group:

Fiscal Year:

Activity:

Fund:

Doc ID:

Totals

Total Held

Total Restricted

Total Scheduled \$350.00

▼ Results

[Change All](#)

Change Selected

Disb Mgt

User Hold

Reason

Resche

Clear All(on this page)

Select All(on this page)


	Restricted	Document	Vendor Line Number	Commodity Line Number	Accounting Line Number	Vendor Code	Legal Name	Accounting Amount
<input type="checkbox"/>	No	GAX,758,06000000007	1	0	1	VC0000100003	Kentucky American Water	

Searching DISBM

Scheduled Payment Date is required to search on DISBM. Each of the other fields on the Query section will further define your search criteria. For example, if you enter only a date in the Scheduled Payment Date field and select Browse, your query will return records that have the specified Schedule Payment Date. If you enter a specific Scheduled Payment Date and Vendor Code, your query will return all payments for that Vendor for that specific Schedule Payment Date.

When searching by Schedule Payment Date, you can search for a specific day, or a number of individual days.

- To search for all payments scheduled for a specific day, for example February 15, 2006, you would enter **2/15/06** or select from the Calendar Pick List.
- To search for all payments scheduled on or before February 15, 2006, you would enter **<=2/15/06**.
- To search for all payments scheduled on or after February 15, 2006, you would enter **>=2/15/06**.



9 of 51

Disbursement Request

The Disbursement Request (DISRQ) table contains all the same information as the DISBM table, just in a different view. While DISBM can be used to view and change single or multiple records at one time, DISRQ is better suited to changing individual payment requests one at a time.

Like DISBM, the DISRQ table gets updated with payment requests recorded by PRC, PRM, and GAX documents. The Automated Disbursement process generates payments from records on the DISRQ table. Using the DISRQ table, you can perform similar actions as you can on DISBM, including:

- Change the Scheduled Payment Date
- Change the Priority of a scheduled payment
- Manually place scheduled payments on hold (either Management Hold or User Hold)

Disbursement Request (DISRQ) Table

Disbursement Request

[Menu](#)
[Quick Search](#)

Document	Vendor Code	Legal Name	Accounting Line Amount
GAX,075,CM702-EX1-03	VC0000100023	TeleFax	\$145.00
GAX,075,CM702-EX1-06	VC0000100023	TeleFax	\$145.00
GAX,075,CM702-EX1-09	VC0000100023	TeleFax	\$115.00
GAX,728,CM702-EX1-02	VC0000100023	TeleFax	\$87.00
GAX,728,CM702-EX1-05	VC0000100023	TeleFax	\$103.00
GAX,728,CM702-EX1-08	VC0000100023	TeleFax	\$49.00
GAX,758,0600000001	VC0000100004	Frankfort Plant Board	\$125.00
✓ GAX,758,0600000007	VC0000100003	Kentucky American Water	\$350.00
GAX,758,CM702-EX1-00	VC0000100023	TeleFax	\$56.00
GAX,758,CM702-EX1-01	VC0000100023	TeleFax	\$92.00

[First](#)
[Prev](#)
[Next](#)
[Last](#)

[Save](#)
[Undo](#)
[Search](#)

▼Vendor

Doc Code :

Doc Dept :

Doc ID :

Vendor Line Number :

Date of Record :

Vendor Code :

Legal Name :

Vendor Alias Name :

Address Code :

Address 1 :

Address 2 :

City :

State :

Zip Code :

Taxpayer ID Number :

Payee Code :

Payee Legal Name :

Payee Alias Name :

Address 1 :

Address 2 :

City :

State :

Zip Code :

Disbursement Priorities

There will be three disbursement priorities in eMARS, 1, 2 and 99. All payment requests will default to priority 99. When necessary, staff in the Statewide Accounting office may be required to change the priority of payment requests to 1 or 2. When the Automated Disbursement process runs, priority 1

payments will be given an override level that would override any Cash and Budget errors on the AD or EFT documents allowing them to process with no errors. Priority 2 payments will be given an override level that will override Cash, but not Budget. Payments with a priority of 99, will be given a lesser override level, causing the documents to reject if cash or budget errors occur.

Viewing Scheduled Payments

Summarized data of scheduled payments can also be viewed using the Disbursement Daily Summary (DISBD) and the Disbursement Daily Summary by Priority (DISBP) tables:

Disbursement Daily Summary (DISBD) table– this page is summarized by scheduled payment date, and displays the total amount of scheduled payments that are currently:

- **Held** – Any scheduled payment placed on User or Management Hold
- **Restricted** – This field will not be used by the Commonwealth
- **Non Restricted** – All scheduled payments should be 'Non Restricted'
- **Total** – Total amount of scheduled payments

By looking at the Total column, you can identify the total amount of payments scheduled for a particular date. You cannot add, modify, or delete information on this page.

Disbursements Daily Summary					
	Scheduled	Held	Restricted	Non Restricted	Total
✓	11/06/2005	\$0.00	\$0.00	\$40.00	\$40.00
	11/07/2005	\$0.00	\$0.00	\$0.00	\$0.00
	11/08/2005	\$0.00	\$0.00	\$0.00	\$0.00
	11/10/2005	\$0.00	\$0.00	\$0.00	\$0.00
	11/11/2005	(\$25,000.00)	\$0.00	\$25,000.00	\$0.00
	11/12/2005	\$0.00	\$0.00	\$0.00	\$0.00
	11/13/2005	\$0.00	\$0.00	\$90.00	\$90.00
	11/14/2005	\$0.00	\$0.00	\$0.00	\$0.00
	11/18/2005	\$0.00	\$0.00	\$0.00	\$0.00
	11/20/2005	\$0.00	\$0.00	\$0.00	\$0.00
	11/27/2005	\$0.00	\$0.00	\$50,000.00	\$50,000.00
	12/04/2005	\$0.00	\$0.00	\$80.00	\$80.00
	12/05/2005	\$0.00	\$0.00	\$0.00	\$0.00
	12/07/2005	\$0.00	\$0.00	\$0.00	\$0.00
	12/16/2005	\$0.00	\$0.00	\$250.00	\$250.00
	02/04/2006	\$0.00	\$0.00	\$250.00	\$250.00
Copy First Prev Next Last					

Disbursement Daily Summary by Priority (DISBP) table – this page summarizes, by Disbursement Priority and Scheduled Payment Date, the total amount of scheduled payments that are currently On Hold, Restricted, Not Restricted, and Total Disbursed. By looking at the Total column, you can identify the total amount of payments scheduled for a particular priority and date. You cannot add, modify, or delete information on this page.

Disbursements Daily Summary by Priority						
	Priority	Scheduled	Held	Restricted	Non Restricted	Total
✓	1	02/15/2006	\$0.00	\$0.00	\$0.00	\$0.00
	1	03/13/2006	\$0.00	\$0.00	\$0.00	\$0.00
	1	03/23/2006	\$0.00	\$0.00	\$350.00	\$350.00
	1	05/01/2006	\$0.00	\$0.00	\$0.00	\$0.00
	2	03/13/2006	\$0.00	\$0.00	\$50.00	\$50.00
	99	02/10/2006	\$0.00	\$0.00	\$470.87	\$470.87
	99	02/15/2006	\$0.00	\$0.00	\$0.00	\$0.00
	99	03/09/2006	\$0.00	\$0.00	\$0.00	\$0.00
	99	03/13/2006	\$0.00	\$0.00	\$1,089.00	\$1,089.00
Copy First Prev Next Last						

Payment Intercepts

Payment Intercepts is the process of intercepting a vendor's payment when the vendor has an outstanding debt to the Commonwealth.

There are two types of debt in eMARS: internal and external. Internal debts originate within eMARS (Accounts Receivable documents) and external debts originate outside of the eMARS application. Internal debts are added to INTR by the AR Intercept Selection batch process that selects receivables whose number of days past due is greater than an option on the System Options table or Billing Profile table. External debts are added to INTR through an agency interface or entered manually online.

During the Automated Disbursement process at night, each payment that is eligible for vendor intercept will go through the intercept process.

EFT payment requests that are intercepted will be converted to a check. This will enable the check stub to contain relevant information for the vendor regarding the intercept and contact information if the vendor has questions about the intercept.

Funds intercepted for a department other than the paying department will create an Intercept Transfer (IT) document. The IT document contains all information related to the Intercept and the accounting distributions from both paying and receiving departments – 1st Party and 2nd Party.

Intercept Transfer Document

IT - 758- IT06000000005- 1- New- Final		Action Menu
1st Party		
▼General Information		
Document Name :		Initiator : Provider/Seller
Record Date :	03/09/2006	Delivery Date :
Budget FY :	2006	Additional Information :
Fiscal Year :	2006	
Period :	4	
Document Description :		
Actual Amount : \$33.00		
▼1st Party Information		
Vendor/Customer :	CW0000000020	Vendor Contact ID : PC001
Legal Name :	Chris Jones	Principal Contact : 00
Alias/DBA :		Phone : 502-573-6806
Address Code :	AD001	Phone Extension :
Address Line 1 :	1900 Supplies Street	Fax :
Address Line 2 :		Fax Extension :
City :	Frankfort	Email Address : julie.doane@ky.gov
State :	Kentucky	Web Address http:// :

Entity (ENTY)

The Entity table is used to establish individual departments for whom debt is collected. In addition, the Entity table is used to associate the individual types of debt (from the Debt Type table) with the entities for whom this debt will be collected, as well as on which days those Entity and Debt Type records can be intercepted. In Kentucky, every day will be checked on this table.

Debt Type (DBTYP)

The Debt Type table defines the unique types of debt that are managed by each entity. This table defines the priority of each type of debt. The priority specified on this table is used to establish the order in which intercepts are taken during the Automated disbursement process.

Intercept Request Table (INTR)

All debts subject to intercept are listed on the Intercept Request (INTR) table, by Taxpayer Identification Number (TIN), TIN Type, Entity, Debt Type, and Priority. It is the point of entry and control for individual intercept claims. The table contains information for specific vendors including due date, the debt type and entity owed, and the outstanding amount.

Intercept Request

[Menu](#) [Quick Search](#)

	TIN	Entity	Debt Type	Priority	Outstanding	Intercepted	Transferred	Document ID
✓	454354354	130	002	20	0.00	\$0.00	\$40.00	N/A 758 UNIT 743982743892
	555116666	130	002	20	700.00	\$0.00	\$0.00	N/A 130 UNIT N/A
	555116666	758	003	40	700.00	\$0.00	\$0.00	N/A 758 UNIT N/A

First Prev Next Last

[Save](#) [Undo](#) [Delete](#) [Insert](#) [Copy](#) [Paste](#) [Search](#)

General Information

TIN : Outstanding :
 TIN Type : Due Date :
 First Name :
 Last Name :
 BPRO : Comments :

Claim Information

Entity : Doc Code :
 Department of Revenue Doc Dept :
 Debt Type : Doc Unit :
 Revenue Doc ID :
 Priority : Acctg Line :
 Status : AR Department : ALL
 Intercepted : \$0.00 AR Unit : ALL
 Transferred : \$40.00
 Last Offset Date : 03/13/2006
 Closed Date :

Print Intercept Notification Information

Print Letter Status :
 Scheduled Print Date :
 Last Printed Date :

Debtor Address Information

Legal Name :
 Alias/DBA :
 Street 1 :
 Street 2 :
 City :
 State/Province :
 Zip/Postal Code :
 Country :

The Print Intercept Notification Information and Debtor Address Information sections of INTR are used in the Print Intercept Notice process. When a debt has been identified for a TIN, a letter can be sent informing them that any future payments made will be subject to the intercept process.

Records added to this table by the AR Intercept Selection process will determine the Print Letter Status based on the Intercept Options and Billing Profile tables. The external debt interface layout includes the print letter status and address fields, allowing letters to be sent for external debt. When manually adding a record to this field, the Print Letter Status field can be set so that a letter will be printed for that intercept record.

Intercept Activity (INTA)


The Intercept Activity table allows you to view transaction detail information on vendor intercepts. You can search by Check Number, TIN, Entity, or Debt Type.

Intercept Activity

[Menu](#)
[Quick Search](#)

Check #	AD Document	Entity	Debt Type	Intercepted	Transfer Document	RE Document
✓ 0000000000000000	AD 758 AD00000172	075	002	\$33.00	IT 758 IT060000000005	N/A N/A N/A
0000000000000001	AD 758 AD00000173	075	002	\$33.00		N/A N/A N/A
0000000000000002	AD 758 AD00000174	075	002	\$100.00		N/A N/A N/A
0000000000000002	AD 758 AD00000174	075	002	\$150.00		N/A N/A N/A
0000000000000062	N/A 758 W0000006074004	075	002	\$143.55		N/A N/A N/A
0000000000000062	N/A 758 W0000006074004	075	002	\$28.71		N/A N/A N/A
0000000000000062	N/A 758 W0000006074004	075	002	\$106.45		N/A N/A N/A
0000000000000062	N/A 758 W0000006074004	075	002	\$21.29		N/A N/A N/A

[First](#)
[Prev](#)
[Next](#)
[Last](#)

[Save](#)
[Undo](#)
[Copy](#)
[Search](#)


General Information

Intercept ID : 00000000000000000018
First Name : Kent Klusch
Last Name :
Tin : 401239999
Tin Type : SSN/TIN/ATIN
Entity : 075
Debt Type : 002
Intercepted : \$33.00
Intercept Fee : 0.00
Intercept Date : 03/02/2006
Remittance Intercept Disbursement Description :

Intercept External Allocation (INTEA)

The INTEA table is where information is maintained for external debt. Each entity that submits external debt to eMARS will have an entry on this table. This table contains the accounting strip in which to transfer any intercepted money.

Intercept External Allocation

[Menu](#) [Quick Search](#)

Entity	Entity Name	Debt Type	Issue Payment	Event Type Name
✓ 075	Kentucky Higher Education Assistance Authority	002	false	INTERCEPT TRANSFER W/SAME BANKS - EARNED

First Prev Next Last

[Save](#)
[Undo](#)
[Delete](#)
[Insert](#)
[Copy](#)
[Paste](#)
[Search](#)

▼General Information

Entity : 075
Kentucky Higher Education Assistance Authority

Contact : Alison Simms
Phone : 502-334-6456
Ext :
E-Mail : ashley.jones@ky.gov

Debt Type : 002
KHEAA

Default Event Type : XN10
Intercept Transfer w/Same Banks - Earned

Decrease Accounting Template :
Allocation Accounting Template : PMTS

Last Receipt Date :

Intercept Disbursement Exception (INTDBEX)

INTDBEX defines criteria for those payments that are exempt from having an intercept claim held against them by Doc Code, Doc Dept, TIN, TIN Type, etc. Kentucky does not intercept Travel Payments to employees, so there will be an entry on this table to exclude all TP documents.

Intercept Disbursement Exception						
Fiscal Year	Department	Object Code	Appr Unit	TIN	TIN Type	
✓ 2006						
First Prev Next Last						
Save Undo Delete Insert Copy Paste Search						
Fiscal Year :	2006					
Department :						
Object Code :						
Appr Unit :						
TIN :						
TIN Type :						
Doc Code :	TP					
Doc Dept :						
Doc Unit :						
Doc ID :						
Exception Reason :	Travel Payments					
Entry Date : 03/09/2006						

Receivable Intercept Exception (INTREX)


The Receivable Intercept Exception table defines criteria for those Receivables that should be exempt from the intercept process.

Receivable Intercept Exception

[Menu](#)
[Quick Search](#)

Fiscal Year	Customer Name	TIN	TIN Type	RE Doc	Doc Code	Doc Dept	Doc ID	Doc Unit	Entry Date
✓ 2006		811100077	SSN/TIN/ATIN						03/10/2006

First Prev Next Last

[Save](#)
[Undo](#)
[Delete](#)
[Insert](#)
[Copy](#)
[Paste](#)
[Search](#)


Fiscal Year:

Customer:

TIN:

TIN Type:

Doc Code:

Doc Dept:

Doc Unit:

Doc ID:

Exception Reason:

Entry Date: 03/10/2006

Notice of Intent Text (NOIT)

This table stores text information (by Entity and Debt type) that will be printed on the Notice of Intent to Intercept Letter. The text can be changed to reflect specific information on the letter, and any contact information for the Entity should be included in this text table.

Notice of Intent Text

[Menu](#)
[Quick Search](#)

Entity	Entity Name	Debt Type	Name
✓ 045	Auditor of Public Accounts	003	Other Commonwealth Departments
075	Kentucky Higher Education Assistance Authority	002	KHEAA
130	Department of Revenue	001	Child Support

[First](#)
[Prev](#)
[Next](#)
[Last](#)

[Save](#)
[Undo](#)
[Delete](#)
[Insert](#)
[Copy](#)
[Paste](#)
[Search](#)

General Information

Entity:

Auditor of Public Accounts

Debt Type:

Other Commonwealth Departments

Notice Text:

This letter is to inform you that the Kentucky Finance and Administration Cabinet and the Kentucky State Treasurer were notified of a delinquent tax claim asserted against you by the Auditor of Public Accounts. Should the Commonwealth of Kentucky ever become indebted to you, a sufficient amount of those funds may be transferred to Auditor

[Top](#)
[Notice of Intent Print History](#)

Notice of Intent Print History (NOITP)

NOITP stores the history of the letters printed against a debtor. This table can only be updated by the Print Intercept Notice batch process. A separate record will be inserted to this table each time a notification letter is printed or re-printed for external and internal debts on the Intercept Request (INTR) table.

Notice of Intent Print History

[Menu](#)
[Quick Search](#)

TIN	TIN Type	Entity	Debt Type	Outstanding	Print Date	Document ID
✓ 401230051	SSN/TIN/ATIN	130	001	500.00	03/10/2006	N/A, 130 UNIT CLAIM REFERENCE

[First](#)
[Prev](#)
[Next](#)
[Last](#)

▼ General Information

TIN : 401230051

Outstanding : 500.00

TIN Type : SSN/TIN/ATIN

Print Date : 03/10/2006

Print Letter Status : Printed

▶ Claim Information

▶ Debtor Address Information

[Top](#)
[Notice of Intent Text](#)
[Intercept Request](#)

Automated Disbursements Process

The Automated Disbursements process disburses payments that have been authorized in Accounts Payable through either a check (AD document) or EFT (EFT document). AD/EFT documents are generated based on the scheduled payment date on the payment request (PRC, PRM or GAX) document. The Automated Disbursement process selects the payments, edits payments for validity, and processes payment adjustments.

The Disbursement Category on a payment request indicates sealed/unsealed and whether the check remains at Treasury for agency pickup, mailed, or sent back to the agency.

Checks will not be summarized at the vendor level. All payment request documents will be issued as single checks whether or not the Single Payment flag is selected on the payment request document.

There is the potential for a \$0.00 check to get created during the Automated Disbursement Process. This can happen two ways; the payment request was actually entered for \$0.00, or the total payment amount was intercepted resulting in a \$0.00 check. If the payment was intercepted, then we want to print the \$0.00 check and the stub including information about the intercept. If the check was originally for \$0.00, then there is no need to print the check.

Automatic Disbursement Document Accounting Section

AD - 758- AD00000201- 1- New- Final
Action Menu

Accounting Line	Line Amount	Line Closed Amount	Check Amount	Event Type	Miscellaneous 3
1	\$4,025.00	\$0.00	\$4,025.00	DI01	

First Prev Go To Next Last

General Information

Event Type : DI01

Accounting Template : BDOCAS

Check Description :

Line Description :

Check Amount : \$4,025.00

Vendor Invoice Number : 123456-99X

Vendor Invoice Line Number : 1

Vendor Invoice Date : 03/02/2006

Tracking Date :

Budget FY : 2006

Fiscal Year : 2006

Period : 1

Service From Date : 03/02/2006

Service To Date : 03/02/2006

Miscellaneous 3 :

Replacement : ☐

EFT – Header Section

EFT - 758- EF06000000002- 1- New- Final
Action Menu

General Info

Document Names :

Record Date : 03/13/2006

Budget FY : 2006

Fiscal Year : 2006

Period : 9

Bank Account : G1

Check/EFT Number : 200603130000000

Routing ID Number : 083900619

Transit Routing Number : 083900619

Check/EFT Amount : \$10.00

Cleared Date : 03/15/2006

Check/EFT Issue Date : 03/13/2006

Disbursement Category : STM

Internal Reconciliation : N/A

Run ID : 11238

Disbursement Parameters (DISPA) Table

Disbursement request selection criteria are maintained on the Disbursement Parameters (DISPA) table. Each record on this table is a complete set of selection parameters. Individual records may be set as either Active or Inactive. When the Automated Disbursements process is initiated, each active record in the Disbursement Parameters table is evaluated as disbursement request selection criteria.

Disbursement Parameters

[Menu](#)
[Quick Search](#)

Document Code	Doc Dept	Disbursement Type	Disbursement Priority	Lag Days
✓ AD		Check		
EFT		EFT		4

[First](#)
[Prev](#)
[Next](#)
[Last](#)

[Save](#)
[Undo](#)
[Delete](#)
[Insert](#)
[Copy](#)
[Paste](#)
[Search](#)

Document Code :

Doc Dept :

Disbursement Type :

Disbursement Category :

Disbursement Priority :

Disbursement Limit :

Bank Account Code :

Online Disbursement : ☐

Active : ☒

From Date :

To Date :

Check Date :

Alignment Voids :

Description :

EFT to Hard Copy : ☐

EFT to Hard Copy for Intercept : ☐

Zero Dollar EFT to Hardcopy : ☐

Lag Days :

Latest Address on Check : ☐

Credit Memo Consolidation :

Automated Disbursements Chain

The AD Chain will be run every night during the nightly cycle to create and submit the AD/EFT documents. Two of the jobs in the AD Chain were created by COT to meet criteria necessary for Kentucky. Here is a list of jobs in the AD Chain and a brief description of each.

- **COT Single Payment** - will mark every payment on the Disbursement Request (DISRQ) table as Single Payment
- **Disbursement Document Upload** - Selects records from the DISRQ table that meet the selection criteria on the Disbursement Parameters Table
- **AD Doc XML Split** – Splits the ADs into three files by payment request Disbursement Priority
- **AD Uploader** – Uploads the AD/EFT documents to the Document Catalog and applies appropriate overrides to the documents
- **AD Submitter** – Submits the AD/EFT documents loaded by the previous job
- **AD Doc Exception** – Creates a report to record errors from AD/EFT documents that rejected during the AD Submitter
- **AD Cleanup** – Deletes AD/EFT documents that rejected during the AD Submitter
- **Check Assignment in AD Processing** – Assigns check/EFT numbers to the submitted AD/EFT documents
- **IT Upload** – Creates and uploads Intercept Transfer (IT) documents for any intercepts during this AD chain
- **IT Submit** – Submits the IT documents loaded by the previous job
- **COT Print \$0 Checks** – Marks any \$0.00 checks with no Intercept Amount as “Printed”, so they are not actually printed during the Disbursement Printing process.

Disbursement Printing/ ACH EFT Generation

After AD/EFT documents are created and submitted on the Document Catalog, the next step is to print the checks and to create an ACH file to send to the bank. There are two batch jobs that will run during the nightly cycle to print checks.

The Disbursement Printing job will select ADs that need to be printed and generate check files that will be picked up and printed by Treasury. One check file will be created per Disbursement Category (Sealed/Unsealed, Mailed/Held/Sent back to Agency).

The ACH/EFT Generation Chain will select EFTs that have not been generated, and create an XML file and the .dat file that gets sent to the bank for ACH Processing. The chain will create a file for each type of ACH format (CCD, CTX and PPD). Kentucky only uses the CCD format, so only the CCD.dat file will have data and need to be sent to the bank.

Manual Disbursements

A Manual Disbursement (MD) document is used to record or generate a manual check. If a payment request document was established, it can be referenced on the MD. All MD documents will be sent through workflow for approval. A MD document will be used to either create a physical check or to record the accounting transaction associated with a Federal Wire Transfer or investment purchase.

MD documents that result in a physical check will be printed on-demand by Treasury after the MD document has been through workflow and is submitted to Final on the Document Catalog. Treasury must initiate the print job from within each MD document.

MD documents used to record Federal Wire Transfers and investment purchases do not result in a physical check, as the money has already been wired electronically. To record these types of transactions, The Adjusting Entry flag is selected on the Header of the MD document so a check number will not be issued and the Check Reconciliation table will not be updated. Additionally, Event Type 'D157' should be used on MD transactions for investment purchases using a Balance Sheet Account. Event Type 'D151' should be used on other MD transactions that require an Object.

Manual Disbursement (MD) Document - Accounting Section

MD - 625- 0600000029- 1- New- Final

Action Menu

Accounting Line	Line Amount	Check Amount	Event Type
1	\$1,000.00	\$1,000.00	D151

Insert New Line
Insert Copied Line

First Prev Go To Next Last

Accounting

General Information

Event Type :

D151

Budget FY :

2006

Accounting Template :

Fiscal Year :

2006

Line Descr :

Period :

4

Check Descr :

Bank Account :

G1

Line Amount :

\$1,000.00

Vendor Inv No. :

00001

Check Amount :

\$1,000.00

Vendor Inv Ln :

1

Vendor Inv Dt :

03/08/2006

Tracking Date :

Service From Date :

03/09/2006

Service To Date :

03/09/2006

Replacement :

Reconciliation Process

For bank reconciliation purposes, each payment issued must be tracked when it is posted to cash in eMARS and when it reduces the cash balance at the bank. The Reconciliation process uses various interfaces and reporting functions in eMARS.

When disbursement documents (ADs, MDs and EFTs) are submitted to Final the CHREC table is updated. All disbursements are inserted to CHREC with a Status of Disbursed. ADs and MDs do not have a Cleared Date, but EFTs have a Cleared Date equal to its effective date. The Cleared Date for AD and MD documents will be updated with the cleared date received from the bank.

Check Reconciliation (CHREC) Table

Check Reconciliation

[Menu](#) [Quick Search](#)

Bank Account	Check / EFT	Amount	Record Date	Issue Date	Status	Document
✓ G1	000000095000009	\$54.66	03/13/2006	03/13/2006	Paid	MD,075,CM702-EX5-09,1
G1	000000095000010	\$23.44	03/13/2006	03/13/2006	Disbursed	MD,758,CM702-EX5-10,1
G1	000000095000011	\$500.00	03/13/2006	03/13/2006	Disbursed	MD,728,06000000010,1
G1	200603130000000	\$10.00	03/13/2006	03/13/2006	Disbursed	EFT,758,EF06000000002,1

[First](#) [Prev](#) [Next](#) [Last](#)

[Copy](#) [Search](#)

Bank Account :

Check / EFT :

Amount :

Record Date :

Issue Date :

Last Action :

Status :

Cancellation Reason :

Cleared Date :

Comments :

Doc Code :

Doc Dept :

Doc ID :

[Check Status Update](#)
[Check Writer Payment](#)
[Check Exception](#)
[Disbursement Detail Query](#)

Check Reconciliation Chain

A cleared check file is received from the bank daily. During the first year of eMARS this file will be run through the MARS check reconciliation process first. The output file from the MARS process will then be submitted to the eMARS Check Reconciliation Process. First the Check Recon Process will load the records to the Check Exception (CHKEXCP) table.

Check Exception

[Menu](#)
[Quick Search](#)

Bank Account	Exception Type	Book Check / EFT Number	Book Check / EFT Amount	Record Date
A1	Instrument not found in Financial System			
A1	Instrument not found in Financial System			
B1	Instrument not found in Financial System			
G1	Instrument not found in Financial System			
G1	Instrument not found in Financial System			
G1	Instrument not found in Financial System			
G1	Instrument not found in Financial System			
✓ G1	Bank Amount greater than Book Amount	100000000000170	\$4,688.00	07/28/2005

[First](#)
[Prev](#)
[Next](#)
[Last](#)

[Copy](#)
[Search](#)

General Information

Bank Account :

Cancellation Reason :

Exception Type :

Status :

Delete : ☐

Bank/Book

Bank Check / EFT Number :

Book Check / EFT Number :

Bank Check / EFT Amount :

Record Date :

Cleared Date :

Issue Date :

Comment :

Book Check / EFT Amount :

Document Code :

The Recon Process then matches the checks on Check Exception with the checks on CHREC. If the Check Number and payment amount match, then the status is changed to Paid and the Cleared Date field is updated. If there is no match found, the check remains on CHKEXCP for manual processing. Treasury is responsible for working the CHKEXCP table to resolve any discrepancies. If the check is manually cleared on CHREC then the record must be manually marked for deletion from the CHKEXCP table.

The last job in the Check Recon Process will move records marked Paid from the Check Reconciliation table to the Paid Checks table. This last job will also search CHREC for any payments whose status is

Disbursed and has a Cleared Date (EFTs). If the Cleared Date has passed or is the current date, then this job will also mark those records Paid and move them to the Paid Checks table.

Paid Check (PDCHK) Table

The PDCHK page allows you to view all checks that have been reconciled by the system. Users are unable to add, modify, or delete information on this page. The Comments field on the Paid Check table will be used to store the Batch and Sequence Numbers that are returned on the file from the bank.

Paid Checks

[Menu](#)
[Quick Search](#)

Bank Account	Check / EFT Number	Check / EFT Amount	Document ID	Cleared Date
G1	000000095000000	\$100.00	0600000019	03/08/2006
✓ G1	000000095000002	\$2,000.00	0600000022	03/09/2006
G1	000000095000003	\$5,000.00	0600000023	06/10/2003
G1	000000095000004	\$100.00	0600000024	03/09/2006

[First](#)
[Prev](#)
[Next](#)
[Last](#)

[Copy](#)
[Search](#)

Bank Account :

Check / EFT Number :

Check / EFT Amount :

Check / EFT Issue Date :

Last Action Date :

Status :

Cancellation Reason :

Cleared Date :

Comments :

Document Code :

Doc Dept :

Document ID :

[Paid Check Update](#)

1099 Processing

1099 Reporting is the process that reports vendor income to the IRS for the calendar year. The 1099 Reporting Process reports vendor income to both the IRS and the vendor for the calendar year. The process runs after calendar year end, but can be run at any point during the year.

1099 Reporting Journal

1099 transaction data is recorded throughout the calendar year in the 1099 Reporting Journal. This journal is the primary input for the 1099 Reporting Process.

The 1099 Reporting Journal records the journal lines from processing payments and cash receipts that may or may not be used by the 1099 off-line process that determines which of the records should be input based on settings on the Vendor/Customer, Object, Sub Object, Balance sheet Account and Sub Balance Sheet Account tables. The journal exists to provide the 1099 process with more targeted input source than using the accounting journal. The journal is not balanced based on the fact that only one side of a disbursement or collection is recorded.

The Posting Code (PSCD) table identifies the Posting Codes that update the 1099 Reporting Journal. Each record on the journal is evaluated and the records that are reportable are picked up for further processing. Non-reportable records are skipped. A record is considered reportable based on type of income, vendor/taxpayer eligibility, and chart of accounts classification.

1099 Journals and Tables

Page Search

Category :
Page Type :
Description :
Page Code :

[Browse](#)
[Clear](#)

Description	Page Code
1099 Date and Document Parameters Table	1099D
1099 Reporting Information	1099I
1099 Processing Options and Control	1099P
1099 Reported Income	1099R
✓ 1099 Reporting Journal	J1099

[First](#)
[Prev](#)
[Next](#)
[Last](#)
[Open With Data](#)

3 – Session Review

Summary Review of *Disbursements*

The Disbursement Management (DISBM) table provides the means to manage payment requests by providing the ability to reschedule, hold or prioritize scheduled payments prior to the disbursement process. The DISBM page allows you to define when, and in what order, checks and electronic funds transfers are disbursed during the Automated Disbursements process.

The Disbursement Request (DISRQ) page also provides a means of managing scheduled payments prior to the disbursement process. The Automated Disbursement process generates payments from records on the Disbursement Request page.

Manual Disbursement (MD) documents are submitted to workflow and after final approval the check is printed by Treasury from a selection within the MD document.

The Commonwealth can intercept a vendor's payment when the vendor has an outstanding debt to the Commonwealth whose number of days past due is greater than an option on the System Options table or Billing Profile table. During the Automated Disbursement process, any payment that is eligible for vendor intercept will go through the intercept process.

The Cleared Check file from the bank will run first through MARS. Non-reconciled checks in MARS will go through eMARS for reconciliation. During the daily check reconciliation process in eMARS, the bank file is loaded to the Check Exception (CHKEXCP) table, compared to the records on the Check Reconciliation (CHREC) table. Any check that doesn't reconcile in MARS or eMARS will remain on the Check Exception table for Treasury to reconcile manually. This process will continue for a year, until all checks are cleared or escheated in MARS.

The PDCHK page allows you to view all checks that have been reconciled by the system. Checks that match on the Check Reconciliation page (from disbursement process) and Check Exception page (from bank file) are moved to the Paid Checks page by the Automated Check Reconciliation process.

1099 transaction data is recorded throughout the calendar year in the 1099 Reporting Journal. This journal is the primary input for the 1099 Reporting Process.

Questions on Disbursement

Question 1: The Automated Disbursement Process runs in eMARS

- A** Continuously during the day
- B** During nightly batch processing
- C** Only on Demand
- D** Three times during 24 hours

Question 2: The Check Reconciliation process is used to:

- A** Determine outstanding checks
- B** Run Checks in eMARS for payment processing
- C** Run bank files to reconcile the outstanding checks
- D** Send checks to the bank for deposit

Question 3: Vendor Intercept is a process that:

- A** Sets vendors up in the system with information to intercept their payments
- B** Processes the payments to vendors that are overdue
- C** Intercepts payments made to a vendor if there is an outstanding debt overdue
- D** Captures 1099 information for specific vendors

Question 4: The purpose of the Paid Check (PDCHK) table is:

- A** View all checks that have been reconciled by the system
- B** Lists all the outstanding checks that need to be processed in eMARS
- C** Creates a file to send to Treasury to print checks
- D** Sends payments to the bank for deposit

Question 5: Manual Disbursements are processed:

- A** Continuously during the day
- B** During nightly batch processing
- C** Three times in 24 hours
- D** Only on Demand

Question 6: Manual Disbursements (MD) are printed:

- A** In the department that requested the disbursement
- B** At Treasury
- C** During Overnight Batch processing
- D** No printing is required because MD documents are only EFT

Question 7: The purpose of the Check Exception (CHKEXCP) Table is:

- | | |
|----------|--|
| A | List all checks that didn't process during batch |
| B | Determine total amount of checks outstanding |
| C | Load files from the bank to reconcile accounts |
| D | Summarize disbursement priorities |

Question 8: What are the characteristics of a Management or User Hold on a disbursement?

- | | |
|----------|--|
| A | A User Hold creates an error message because Users can't place a hold on a disbursement. |
| B | A Management Hold is required in order to hold any disbursement |
| C | Both Management or User Hold releases the payment after the next disbursement cycle |
| D | A User Hold is not released until the User releases the hold |

Question 9: The Automated Disbursement process uses which table to generate disbursements?

- | | |
|----------|---------|
| A | INTCP |
| B | DISRQ |
| C | CHKEXCP |
| D | DISBM |

Exercises

Exercise 1 — Change a Scheduled Payment from the DISBM table.

Exercise 2 — Change the priority of a Scheduled Payment on the DISRQ page

Exercise 3 — Place a Management Hold on a Payment Request

Exercise 4 — Process a Manual Disbursement

Exercise 5 — Reconcile a check on the CHKEXCP table Issued in MARS

Exercise 6 — Create a Payment Intercept record

Exercise 7 — Locate a payment Activity on the Intercept Activity (INTA) table

Exercise — Logging In to eMARS

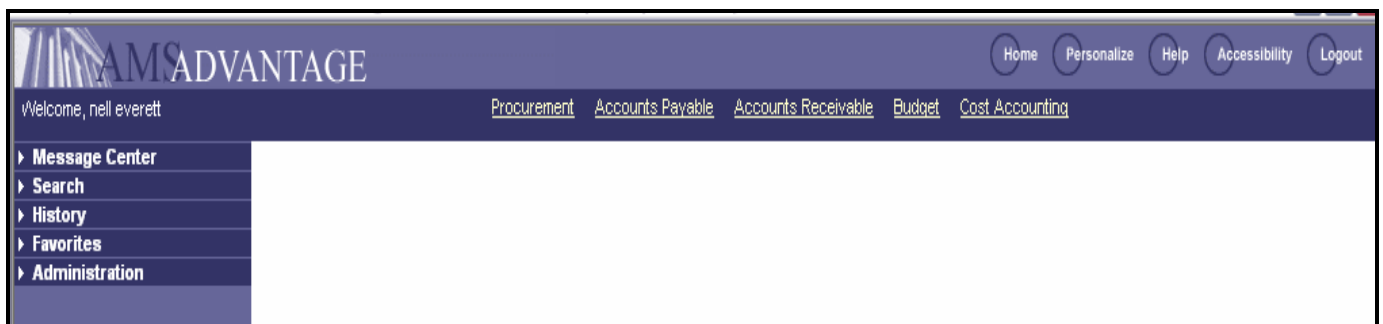
You will use a Student ID to access the training database during class. These IDs are only set up for the training environment. Your User ID for the production environment will be assigned along with a new password when eMARS is implemented.

- From the Login page, enter the following information:

Required Fields	Values
User Name	Enter your Student ID from your Student Data Card. NOTE: User Names are case sensitive.
Password	Enter your Password and click Login . NOTE: Passwords are case sensitive.



The Home Page appears.



Exercise 1 — Change a Scheduled Payment from the DISBM table

Scenario

A Disbursement Request is in the system and it requires a date change.

Task Overview

Locate the Request on the Disbursement Management (DISBM) page and change to a later disbursement date.


Procedures

1. Open **Search** from the Secondary Navigation Panel and Select **Page Search**.
2. Enter **DISBM** in the Page Code field. Click **Browse**.
3. Select **Disbursement Management** from the list. The Disbursement Management page opens.
4. Enter the Scheduled Payment Date from your Student Card. Click **Browse**.
5. Click **Results**. A list of documents scheduled for disbursement on the date selected appears.
6. Select the Document ID listed on your Student Card by checking the box.

Disbursement Management Menu

[Browse](#) [Clear](#)

▼ Query

Scheduled Payment Date :  Department :

Priority : Appr Unit :

Vendor Code : > Major Program :

Disbursement Management : ▼ Object :

User Hold : ▼ Sub Object :

Hold Payment Reason : > Object Category :

Restricted : ▼ Object Type :

Discounts Pending : ▼ Object Group :

Fiscal Year : Activity :

Fund : Doc ID :

Totals Total Held Total Restricted Total Scheduled \$350.00

▼ Results

[Change All](#) Disb Mgt ▼ User Hold ▼ Reason > Resche


[Change Selected](#)

[Clear All\(on this page\)](#) [Select All\(on this page\)](#)

	Restricted	Document	Vendor Line Number	Commodity Line Number	Accounting Line Number	Vendor Code	Legal Name	Accounting Amount
<input type="checkbox"/>	No	GAX,758,06000000007	1	0	1	VC0000100003	Kentucky American Water	

7. Scroll to the right. Open the Calendar on the **Rescheduled Date** field and enter a date two weeks from today.

Total Scheduled \$350.00

Reason > Reschedule Date  Priority >

ne	Vendor Code	Legal Name	Accounting Line Amount	Disbursement Management	User Hold	Hold Payment Reason	Scheduled Payment Date	Priority
1	VC0000100003	Kentucky American Water	\$350.00	false	false		02/15/2006	1

8. Click **Change Selected**. The date and priority for the disbursement are changed.

Exercise 2 — Change the Priority of a Disbursement Request on the DISRQ page

Scenario

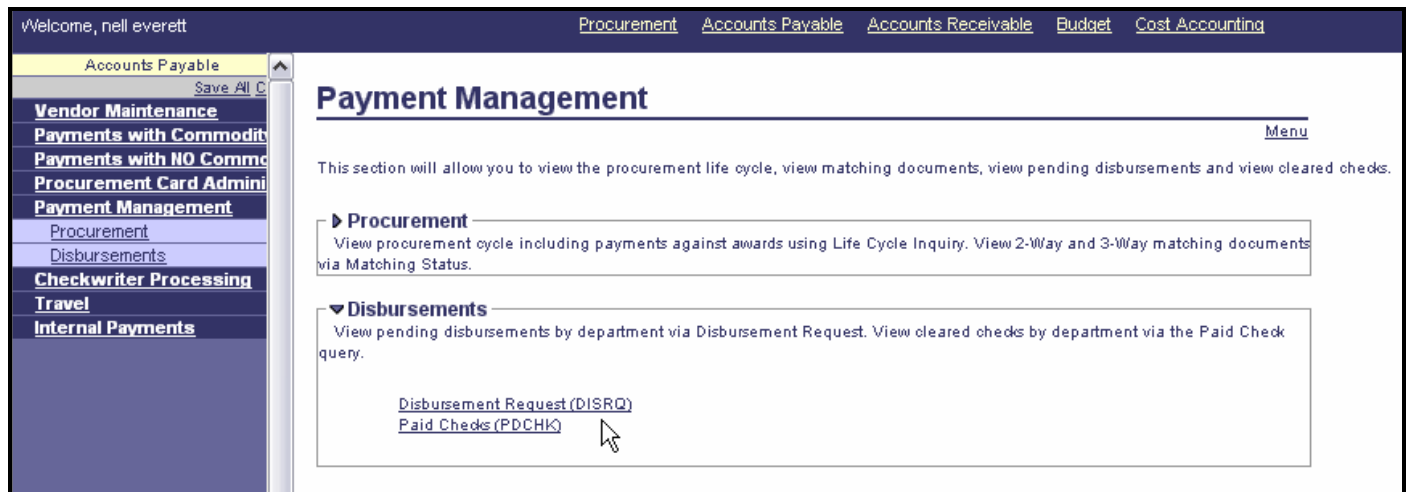
A disbursement request is scheduled and requires a higher priority.

Task Overview

You will locate the disbursement request on the Disbursement Request (DISRQ) page and make the necessary change in priority.

Procedures

1. Open **Accounts Payable** Workspace from the Primary Navigation Panel and select **Payment Management** from the Secondary Navigation Panel. The Payment Management page opens.
2. Select the Disbursement Request (DISRQ) link.



Welcome, nell everett

Procurement Accounts Payable Accounts Receivable Budget Cost Accounting

Accounts Payable

Save All C

Vendor Maintenance

Payments with Commodit

Payments with NO Comm

Procurement Card Admini

Payment Management

Procurement

Disbursements

Checkwriter Processing

Travel

Internal Payments

Payment Management

Menu

This section will allow you to view the procurement life cycle, view matching documents, view pending disbursements and view cleared checks.

► **Procurement**

View procurement cycle including payments against awards using Life Cycle Inquiry. View 2-Way and 3-Way matching documents via Matching Status.

▼ **Disbursements**

View pending disbursements by department via Disbursement Request. View cleared checks by department via the Paid Check query.

[Disbursement Request \(DISRQ\)](#)

[Paid Checks \(PDCHK\)](#)

3. The Disbursement Request page opens. Click **Search** and enter the **Document ID** from your Student Card. Click **OK**. Your Document information populates below the list with Vendor information.

Disbursement Request

[Menu](#) [Quick Search](#)

Document	Vendor Code	Legal Name	Accounting Line Amount
GAX,075,CM702-EX1-03	VC0000100023	TeleFax	\$145.00
GAX,075,CM702-EX1-06	VC0000100023	TeleFax	\$145.00
GAX,075,CM702-EX1-09	VC0000100023	TeleFax	\$115.00
GAX,728,CM702-EX1-02	VC0000100023	TeleFax	\$87.00
GAX,728,CM702-EX1-05	VC0000100023	TeleFax	\$103.00
GAX,728,CM702-EX1-08	VC0000100023	TeleFax	\$49.00
GAX,758,0600000001	VC0000100004	Frankfort Plant Board	\$125.00
✓ GAX,758,0600000007	VC0000100003	Kentucky American Water	\$350.00
GAX,758,CM702-EX1-00	VC0000100023	TeleFax	\$56.00
GAX,758,CM702-EX1-01	VC0000100023	TeleFax	\$92.00

[First](#) [Prev](#) [Next](#) [Last](#)
[Save](#) [Undo](#) [Search](#)

▼Vendor

Doc Code : <input type="text" value="GAX"/>	Legal Name : <input type="text" value="Kentucky American Wate"/>	Payee Code : <input type="text"/>
Doc Dept : <input type="text" value="758"/>	Vendor Alias Name : <input type="text" value="KAWC"/>	Payee Legal Name : <input type="text"/>
Doc ID : <input type="text" value="0600000007"/>	Address Code : <input type="text" value="AD001"/>	Payee Alias Name : <input type="text"/>
Vendor Line Number : <input type="text" value="1"/>	Address 1 : <input type="text" value="2300 Richmond Rd"/>	Address 1 : <input type="text"/>
Date of Record : <input type="text" value="02/10/2006"/>	Address 2 : <input type="text"/>	Address 2 : <input type="text"/>
Vendor Code : <input type="text" value="VC0000100003"/>	City : <input type="text" value="Lexington"/>	City : <input type="text"/>
	State : <input type="text" value="Kentucky"/>	State : <input type="text"/>
	Zip Code : <input type="text" value="40502"/>	Zip Code : <input type="text"/>
	Taxpayer ID Number : <input type="text"/>	

- Open **Disbursement Control** section. Change the Priority to **2** in the **Priority** field.

▼Disbursement Control

Scheduled Payment Date : <input type="text" value="03/23/2006"/>	Disbursement Format : <input type="text" value="REG"/>
Single Payment : <input type="checkbox"/>	Disbursement Category : <input type="text" value="STM"/>
Handling Code : <input type="text"/>	Disbursement Type : <input type="text" value="Check"/>
Online Disb Request : <input type="checkbox"/>	Consolidation Object 1 : <input type="text"/>
Disbursement Management : <input type="checkbox"/>	Consolidation Object 2 : <input type="text"/>
User Hold : <input type="checkbox"/>	Consolidation Object 3 : <input type="text"/>
Hold Payment Reason : <input type="text"/>	Consolidation Object 4 : <input type="text"/>
System Hold Flag : <input type="text" value="false"/>	Consolidation Object 5 : <input type="text"/>
System Hold Reason : <input type="text" value="Blank"/>	Consolidation Object 6 : <input type="text"/>
Priority : <input type="text" value="2"/>	Sort Object 1 : <input type="text"/>
	Sort Object 2 : <input type="text"/>

- Click **Save**. The Priority is changed and reflected on the DISRQ page.

Exercise 3 — Place a Management Hold on a Disbursement Request

Scenario

A Disbursement Request requires a Management Hold.

Task Overview

Find the Disbursement Request from your Student Card and update on the DISRQ table and place it on Management Hold.

Procedures


1. Open **Accounts Payable** Workspace from the Primary Navigation Panel and select **Payment Management** from the Secondary Navigation Panel. The Payment Management page opens.
2. Select the Disbursement Request (DISRQ) link. The Disbursement Request page displays.
3. Click **Search** and enter the Document ID on your Student Data Card. Click **OK**.

Disbursement Request

[Menu](#)
[Quick Search](#)

Document	Vendor Code	Legal Name	Accounting Line Amount
GAX,075,CM702-EX1-03	VC0000100023	TeleFax	\$145.00
GAX,075,CM702-EX1-06	VC0000100023	TeleFax	\$145.00
GAX,075,CM702-EX1-09	VC0000100023	TeleFax	\$115.00
GAX,728,CM702-EX1-02	VC0000100023	TeleFax	\$87.00
GAX,728,CM702-EX1-05	VC0000100023	TeleFax	\$103.00
GAX,728,CM702-EX1-08	VC0000100023	TeleFax	\$49.00
GAX,758,0600000001	VC0000100004	Frankfort Plant Board	\$125.00
GAX,758,0600000007	VC0000100003	Kentucky American Water	\$350.00
✓ GAX,758,0600000031	VC0000100025	TeleComp	\$50.00
GAX,758,CM702-EX1-00	VC0000100023	TeleFax	\$56.00

[First](#)
[Prev](#)
[Next](#)
[Last](#)

[Save](#)
[Undo](#)
[Search](#)


Vendor

Doc Code :

Doc Dept :

Doc ID :

Vendor Line Number :

Date of Record :

Vendor Code :

Legal Name :

Vendor Alias Name :

Address Code :

Address 1 :

Address 2 :

City :

State :

Zip Code :

Taxpayer ID Number :

Payee Code :

Payee Legal Name :

Payee Alias Name :

Address 1 :

Address 2 :

City :

State :

Zip Code :

4. Open **Disbursement Control** section. Check the Disbursement Management box. Selection of this field excludes this disbursement from payment selection for the next disbursement cycle. At the end of the next disbursement cycle the flag is automatically unselected.
5. Open the Hold Payment Reason Pick List.

Disbursement Control

Scheduled Payment Date : 05/01/2006
Disbursement Format : CCD
Single Payment : ☒
Disbursement Category : STM
Handling Code :
Disbursement Type : EFT
Online Disb Request : ☐
Consolidation Object 1 :
Disbursement Management : ☒
Consolidation Object 2 :
User Hold : ☐
Consolidation Object 3 :
Hold Payment Reason :
Consolidation Object 4 :
System Hold Flag : false
Consolidation Object 5 :
System Hold Reason : Blank
Consolidation Object 6 :
Priority : 1
Sort Object 1 :
Sort Object 2 :

6. Select Hold Code 3 Disbursement Management Hold.

Choose

Browse Clear

Hold Code :
Hold Reason :

	Hold Code	Hold Reason
Select	1	User Hold
Select	2	Additional Verification Required
Select	3	Disbursement Management Hold
Select	4	Bank Account Limit Exceeded
Select	5	Vendor Payment on Hold
Select	6	Budget Authority Exceeded
Select	7	Fund Balance Hold
Select	8	Invalid Disbursement Number
Select	9	Disbursement Post Rejection
Select	10	Cash Limit Exceeded

Cancel First Previous Next Last

7. Click **Save**. A Management Hold has been placed on the disbursement.

Exercise 4 — Process a Manual Disbursement

Scenario

A check needs to be issued immediately.

Task Overview

Complete a Manual Disbursement (MD) document.

Procedures

1. Open **Search** from the Secondary Navigation Panel. Select **Document Catalog**.
2. Enter **MD** in the Document Identifier Code field. Click **Create**. Enter the following information:

Required Fields	Values
Doc Code	MD
Dept.	See Student Data Card
Unit	Unit
Auto Numbering	Check the Auto Numbering box

3. Click **Create**. The MD document opens to the Header General Information section. Enter the following information:

Required Fields	Values
Bank Account	G1 – choose from the Pick List

4. Open the **Vendor** section. Select the Vendor/Customer from your Student Data Card.
5. Open the **Accounting** section. Click **Insert New Line**. A new Accounting line is open.
6. Enter the following information:

Required Fields	Values
Accounting Template	See Student Data Card
Check Descr	Enter a description
Line Amount	500

7. Open **Fund Accounting** and enter **E111** in the **Object Code** field.
8. Click **Validate**. Correct any errors and Validate again.
9. Click **Submit**.
10. The MD document submits to Workflow for approvals. The Treasury prints all checks.

View All (1 of 1) : Document submitted successfully

MD - 728- 0600000010- 1- New- Final

Action Menu

Accounting Line	Line Amount	Check Amount	Event Type
1	\$500.00	\$500.00	DI51

✂️ 📄 ✓
Insert New Line
Insert Copied Line
First Prev Go To Next Last

Accounting

🔍 📄

General Information

Event Type : DI51 ▶

Accounting Template : E07501 ▶

Line Descr : Payroll Check Replacement

Check Descr : Payroll Check Replacement

Line Amount : \$500.00

Check Amount : \$500.00

Budget FY : 2006

Fiscal Year : 2006

Period : 9

Bank Account : G1

Vendor Inv No. :

Vendor Inv Ln :

Vendor Inv Dt : 📅

Tracking Date : 📅

Service From Date : 03/13/2006 📅

Service To Date : 03/13/2006 📅

Replacement : ☐

Exercise 5 — Manually Reconcile a Check and Delete from CHKEXCP Table

Scenario

A check appeared on CHKEXCP Table that needs to be reconciled.

Task Overview

Once you have reviewed the error on the Check Exception Report, you determine the problem was a bank error which you need to reconcile. Once the check is reconciled, delete the check record in the CHKEXCP Table.

REPORT ID: XXXIX						PAGE: 1
DATE RUN : 03-13-2006						
TIME RUN : 11:57:52						
Check Exception Report						
Bank Check No	Bank Check Amt	Bank Cleared Date	ADV Check No	ADV Check Amt	ADV Check Issued Date	Status

Bank Account Code : G1						
Exception Code : 20						
Exception Desc : Bank Amount greater than Book Amount						
000000095000002	\$34.90	03-14-2006	000000095000002	\$34.09	03-13-2006	Disbursed
000000095000003	\$34.66	03-14-2006	000000095000003	\$34.55	03-13-2006	Disbursed
000000095000004	\$31.22	03-14-2006	000000095000004	\$13.22	03-13-2006	Disbursed
000000095000006	\$11.32	03-14-2006	000000095000006	\$11.23	03-13-2006	Disbursed
000000095000007	\$43.55	03-14-2006	000000095000007	\$34.55	03-13-2006	Disbursed
000000095000010	\$32.44	03-14-2006	000000095000010	\$23.44	03-13-2006	Disbursed
Excep.Total of 20	\$188.09					
Bank Account Code : G1						
Exception Code : 30						
Exception Desc : Book Amount greater than Bank Amount						
000000095000000	\$26.66	03-14-2006	000000095000000	\$26.99	03-13-2006	Disbursed
000000095000001	\$23.44	03-14-2006	000000095000001	\$32.44	03-13-2006	Disbursed
000000095000005	\$44.78	03-14-2006	000000095000005	\$44.87	03-13-2006	Disbursed
000000095000008	\$12.13	03-14-2006	000000095000008	\$12.31	03-13-2006	Disbursed
000000095000009	\$45.66	03-14-2006	000000095000009	\$54.66	03-13-2006	Disbursed
Excep.Total of 30	\$152.67					
Bank Total for G1	\$340.76					
Report Total	: \$340.76					

Procedures

1. Return to the Home page. Open **Search**, select **Page Search** and enter **CHREC** in the Page Code Field. Click **Browse**.
2. Select the Check Reconciliation link. The Check Reconciliation Page opens.

3. Click **Search**. Enter the Bank Code and Check number from your Student Card.
4. Click **OK**. The Check Reconciliation page opens.

Check Reconciliation

[Menu](#) [Quick Search](#)

Bank Account	Check / EFT	Amount	Record Date	Issue Date	Status	Document
G1	000000095000008	\$12.31	03/13/2006	03/13/2006	Disbursed	MD,075,CM702-EX5-06,1
✓ G1	000000095000009	\$54.66	03/13/2006	03/13/2006	Disbursed	MD,075,CM702-EX5-09,1
G1	000000095000010	\$23.44	03/13/2006	03/13/2006	Disbursed	MD,758,CM702-EX5-10,1
G1	000000095000011	\$500.00	03/13/2006	03/13/2006	Disbursed	MD,728,0600000010,1
G1	200603130000000	\$10.00	03/13/2006	03/13/2006	Disbursed	EFT,758,EF06000000002,1

[First](#) [Prev](#) [Next](#) [Last](#)

[Copy](#)

[Search](#)

Bank Account :

Check / EFT :

Amount :

Record Date :

Issue Date :

Last Action :

Status :

Cancellation Reason :

Cleared Date :

Comments :

Doc Code :

Doc Dept :

Doc ID :

[Check Status Update](#)
[Check Writer Payment](#)
[Check Exception](#)
[Disbursement Detail Query](#)

5. Select the **Check Status Update** link. The Check Status Update page opens.
6. Change Status to **Paid**. Enter the current date in the **Cleared Date** field.

Check Status Update

[Copy](#) [First](#) [Prev](#) [Next](#) [Last](#)

Status :

Cancellation Reason :

Comments :

Cleared Date :

- Click **OK**. You are returned to the Check Reconciliation Page. The Status is changed to Paid and the Cleared Date field is updated.

Check Reconciliation

[Menu](#) [Quick Search](#)

	Bank Account	Check / EFT	Amount	Record Date	Issue Date	Status	Document
✓	G1	000000095000009	\$54.66	03/13/2006	03/13/2006	Paid	MD,075,CM702-EX5-09,1
	G1	000000095000010	\$23.44	03/13/2006	03/13/2006	Disbursed	MD,758,CM702-EX5-10,1
	G1	000000095000011	\$500.00	03/13/2006	03/13/2006	Disbursed	MD,728,06000000010,1
	G1	200603130000000	\$10.00	03/13/2006	03/13/2006	Disbursed	EFT,758,EF06000000002,1

[First](#) [Prev](#) [Next](#) [Last](#)

[Copy](#) [Search](#)

Bank Account : Doc Code :

Check / EFT : Doc Dept :

Amount : Doc ID :

Record Date :

Issue Date :

Last Action :

Status :

Cancellation Reason :

Cleared Date :

Comments :

[Check Status Update](#) [Check Writer Payment](#)
[Check Exception](#) [Disbursement Detail Query](#)

8. Select the **Check Exception** link. The Check Exception page opens. Select **Search**.
9. Enter the Bank Code and Check Number. Click **OK**. Click **Check Exception Update**. The Check Exception Update pop up appears.
10. Check **Delete**. Click **OK**.

Check Exception Update

[Copy](#) First Prev Next Last

Delete : ☒

OK

Cancel

Exercise 6 — Create a Payment Intercept Record

Scenario

Past due Taxes are owed by a Vendor currently doing business with the Commonwealth.

Task Overview

You need to intercept payments made to the Vendor. Create an Intercept Request record so the money due can be collected from funds being paid to the Vendor.

Procedures

1. Open **Search** from the Secondary Navigation Panel and Select **Page Search**.
2. Enter **INTR** in the Page Code field. Click **Browse**.
3. Select the Intercept Request link. The Intercept Request page opens.
4. Click **Insert**. A blank Intercept Request page opens to the General Information section. Enter the following information:

Required Fields	Values
TIN	See Student Data Card
Outstanding Amount	700
Due Date	See Student Data Card

5. Open the Claim Information section. Enter the following information:

Required Fields	Values
Entity	See Student Data Card
Debt Type	003
Doc Code	N/A
Doc Dept	See Student Data Card
Unit	UNIT
Doc ID	N/A

▼General Information	
TIN : 333333333	Outstanding : 700.00
TIN Type : SSN/ITIN/ATIN	Due Date : 02/13/2006
First Name : SAMUAL	Comments :
Last Name : SMITH	
BPRO :	
▼Claim Information	
Entity : 130	Doc Code : N/A
Department of Revenue	Doc Dept : 130
Debt Type : 001	Doc Unit : UNIT
Child Support	Doc ID : N/A
Priority : 10	Acctg Line :
Status : Active	AR Department :
Intercepted : \$0.00	AR Unit :
Transferred : \$0.00	
Last Offset Date :	
Closed Date :	

6. Open the **Print Intercept Notification Information** section. Select **Ready for Print**.
7. Select a **Scheduled Print Date** from the calendar.
8. Open **Debtor Address Information** section. Enter address information.

▼Print Intercept Notification Information
Print Letter Status : Ready for Print
Scheduled Print Date : 3/13/2006
Last Printed Date :

▼Debtor Address Information
Legal Name : Samual Smith
Alias/DBA :
Street 1 : 490 Muse Blvd.
Street 2 :
City : Germaintown
State/Province : VA
Zip/Postal Code : 65555
Country :

9. Click **Save** at the top of the General Information section. The record is saved. The letter will be printed in batch and mailed.
10. Click **Home** to close the document and return to the Home page.

Exercise 7 — Locate Payment Intercept Activity

Scenario

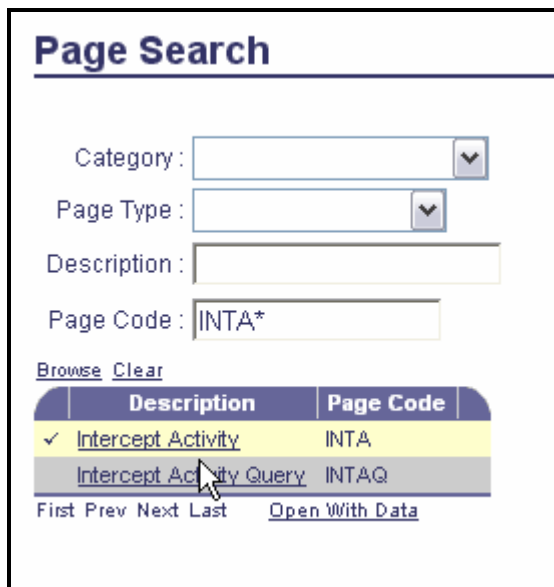
A Vendor called to inquire about an Intercept that has occurred and you want to review the record.

Task Overview

Go to the Intercept Activity (INTA) table to find the information on the Payment Intercept.

Procedures

1. Open **Search** from the Secondary Navigation Panel and enter **INTA** in the Page Code field. The Intercept Activity page opens.



Page Search

Category :

Page Type :

Description :

Page Code :

[Browse](#) [Clear](#)

	Description	Page Code
✓	Intercept Activity	INTA
	Intercept Activity Query	INTAQ

First Prev Next Last [Open With Data](#)

2. Enter **Check Number 200603130000000** in the Check # search field. Click **OK**.

Intercept Activity

[Menu](#)
[Quick Search](#)

Check #	AD Document	Entity	Debt Type	Intercepted	Transfer Document	RE Document
First	Prev	Next	Last			

Intercept ID :

Tin :

Entity :

Intercept Date :

Check # : 200603130000000

Internal Code :

Internal Dept :

Internal ID :

RE Doc Code :

RE Doc Dept :

RE Doc ID :

Ok Clear Cancel

Remittance Fee Description :

- Open the Record and review the information for Entity, Debt Type, etc.

Logout

You will conclude this exercise by logging out of the application:

- Click **Logout**. This closes the eMARS application and ends your session. You can now close the open browser windows.

NOTE: Please remember to select Logout prior to closing your eMARS session. Just closing the page will not immediately end your session.

Quiz Answers

Question 1: The Automated Disbursement Process runs in eMARS	
B	During nightly batch processing
Question 2: The Check Reconciliation process is used to:	
A	Determine outstanding checks
C	Run bank files to reconcile the outstanding checks
Question 3: Vendor Intercept is a process that:	
C	Intercepts payments made to a vendor if there is an outstanding debt overdue
Question 4: The purpose of the Paid Check (PDCHK) table is:	
A	View all checks that have been reconciled by the system
Question 5: Manual Disbursements are processed:	
D	Only on Demand
Question 6: Manual Disbursements (MD) are printed:	
B	At Treasury
Question 7: The purpose of the Check Exception (CHKEXCP) Table is:	
C	Load files from the bank to reconcile accounts
Question 8: What are the characteristics of a Management or User Hold on a disbursement?	
D	A User Hold is not released until the User releases the hold
Question 9: The Automated Disbursement process uses which table to generate disbursements?	
B	DISRQ